

TOWN OF MOREHEAD CITY VEHICLE USE POLICY

1. All drivers and passengers of City owned vehicles shall at all times comply with all traffic laws and regulations to include, but not limited to, possessing valid NC driver's license, wearing seat belts, sending and reading text messages, and not operating vehicles under the influence of drugs and alcohol.
2. It is the driver's responsibility to know their own physical and mental conditions and to not operate a City vehicle when such conditions might contribute to a collision. No person will operate any vehicle or equipment on City business if taking prescription or over-the counter drugs that may impair or impact their ability to operate a vehicle safely.
3. Before operating a vehicle the driver will perform a general inspection of the vehicle to identify any safety hazards and will be alert for any hazards that may develop while operating the vehicle. Drivers and passengers will report any unsafe conditions to supervisor as soon as possible.
4. Driver shall pay close attention when backing to ensure total visibility of the area backing into.
5. Driver shall use defensive driving principles at all times, shall use turn signals when turning or changing lanes, and shall be alert to others sharing travel areas (i.e., other cars, bikes, pedestrians, etc.).
6. Drivers will manage their driving environment to minimize distractions (i.e. eating, cell phone use, etc).
7. Drivers shall not park in fire lanes or no parking zones. Drivers shall remove the keys from unattended vehicles and will not leave vehicle engine running when unattended. Exception permitted for vehicles that need to be left running in the course of official duties. (i.e. K9 police vehicle with K9 unit inside, ambulance with equipment that requires running of vehicle, etc.).
8. Drivers of City vehicles must be City employees. Passengers must be City employees or persons being transported in an official business capacity, authorized by the department head. City vehicles should only be used for purposes relating to business of the City and not for personal use, except as identified by G.S. 14-247 (driving to home and back if take home car), unless otherwise authorized by the Department Head.
9. Any collision must be reported to and documented by law enforcement. Any collisions that occur, citations received, violation of regulations, or other restrictions, limitations, or changes in an operator's driving status must be reported to the Department Head immediately. Department Heads are responsible for reporting collisions to the Finance Director, or designee, immediately and will provide a collision report from the Police Department as

soon as possible. If an injury is reported, a report of injury form must be submitted as soon as possible to the Human Resources Director.

10. Drivers of City vehicles that are involved in a collision may be required to submit to drug testing if the driver of the vehicle is determined to have contributing circumstances placing them at fault or at partial fault for the collision, and especially if the driver is considered to have a safety sensitive position or safety sensitive job tasks.
11. Persons authorized to drive or are assigned a City owned vehicle are subject to an annual review of drivers license and motor vehicle driving records. Drivers may be requested to provide a driving history as needed. The Department Head, the Human Resources Officer, and the City Manager may review driving privileges on a case-by-case basis.
12. All personal vehicles used for City business must be insured by at least the minimum amounts required by State law. Insurance coverage on personal vehicles used for City business will be the primary source of insurance regarding all vehicle collisions. Drivers may be required to provide evidence of insurance to the City upon request.